



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
DIVISION OF CHILD SUPPORT (DCS)

AUTOMATIC PAYMENT AUTHORIZATION AND ELECTRONIC FUNDS TRANSFER INFORMATION

What is automatic payment authorization?

Automatic payment authorization is your permission for the Division of Child Support (DCS) to deduct child support from your checking or savings account by Electronic Funds Transfer (EFT). You choose the day or days of the month we take the deduction. If a deduction day falls on a Saturday, Sunday, or a banking holiday, we will deduct the payment on the following business day. If a deduction day falls on the last day of the month, and that day is a Saturday or Sunday, we will deduct the payment on the last Friday of the month. We will apply the payment to your case on the day the deduction occurs.

An EFT deduction cannot replace federally mandated wage withholding. If your case requires us to establish wage withholding, we will continue to do so.

If I want automatic payment deductions from my bank account, what do I do?

Keep page 1 of this form for future reference.

Fill out page 2 of this form (Automatic Payment Authorization). If you have a joint account, be sure both account holders sign the authorization. Attach a voided check or deposit slip for your bank account.

Return both page 2 of this form and a voided check or deposit slip to:

DIVISION OF CHILD SUPPORT
EFT PAYMENTS
P O BOX 9010
OLYMPIA WA 98507-9010

What happens next?

Your Support Enforcement Officer may need to approve your deduction. We will confirm your bank account number. Once we know that the bank account number is correct, you will receive a letter confirming the beginning date and the amount of the deduction. It takes about 30 days to set up the deduction. You must continue making child support payments until the deduction begins.

What if my bank does not honor the deduction?

If your bank does not honor your deduction because of insufficient funds, a stop payment, or a closed account, we will cancel the deduction. If you think your bank will not honor a deduction, please call us at 1-800-468-7422 to arrange to make the payment.

How do I stop or change the automatic payment?

Your bank cannot stop or change the deduction. You must call our headquarters at 1-800-468-7422 to stop or change the deduction.



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AUTOMATIC PAYMENT AUTHORIZATION

| | | |
|--|---|--------------------------|
| PAYING PARENT'S NAME | | |
| P.O. BOX OR STREET ADDRESS | | |
| CITY | STATE | ZIP CODE |
| SOCIAL SECURITY NUMBER | | DAYTIME TELEPHONE NUMBER |
| ACCOUNT NUMBER | <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS | BANK NAME |
| BANK BRANCH | BRANCH TELEPHONE NUMBER | |
| AMOUNT OF EACH DEDUCTION | TOTAL MONTHLY DEDUCTION | |
| DEDUCTION DATES EACH MONTH | DATE TO START DEDUCTIONS | |
| I AUTHORIZE THE ABOVE DEDUCTIONS FROM MY ACCOUNT FOR PAYMENT TO THE WASHINGTON STATE SUPPORT REGISTRY. | | |
| ACCOUNT HOLDER'S SIGNATURE | | |
| ACCOUNT HOLDER'S SIGNATURE (for joint accounts) | | |
| ATTACH A VOIDED CHECK OR DEPOSIT SLIP | | |

| | | |
|-------------------------|------------------|------------|
| FOR DCS USE ONLY | | |
| BASIC INDIVIDUAL NUMBER | IV-D CASE NUMBER | DCS OFFICE |